



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: WWW.DPR.DELAWARE.GOV

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| PUBLIC MEETING MINUTES: | <b>The Manufactured Home Installation Board</b>  |
| MEETING DATE AND TIME:  | <b>Monday, April 2, 2012 at 9:00 a.m.</b>  |
| PLACE:                  | <b>861 Silver Lake Boulevard, Dover, Delaware<br/>Conference Room B, Cannon Building</b> |
| MINUTES APPROVED:       | <b>July 9, 2012</b>  |

**MEMBERS PRESENT**

Jill Fuchs, President  
Keith Rudy, Vice-President  
Richard Snyder, Secretary  
Charlie Eggleston, Complaint Officer  
Leslie Persans, Education Officer  
Kevin Reinike

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Carol Frisa, Administrative Specialist II  
Gayle Melvin, Administrative Specialist III  
Eileen Heeney, Deputy Attorney General (by phone)

**MEMBERS ABSENT**

Victor Kennedy  
Dean Pierson  
James Brockton

**ALSO PRESENT**

Jen Allen

**CALL TO ORDER**

Ms. Fuchs called the meeting to order at 9:00 a.m.

### **REVIEW OF MEETING MINUTES**

The Board reviewed the minutes of the January 9, 2012 meeting. Mr. Eggleston made a motion, seconded by Mr. Rudy to approve the minutes. The motion was unanimously carried.

### **UNFINISHED BUSINESS**

#### **Update on HUD Status**

Ms. Heeney reported that she has no new updates. She will e-mail Board members with any future updates.

#### **Status of Complaint**

Mr. Eggleston reported that he has some concerns about Complaint No. 37-01-11. Ms. Melvin will ask the investigator to follow up with Mr. Eggleston.

### **OTHER BUSINESS BEFORE THE BOARD (for discussion only)**

#### **Update on Continuing Education Courses**

Ms. Allen reported that there will be two continuing education course offerings. Each offering will be a two-day course with five hours each day. The dates for the course offerings are April 24-25, 2012 in Sussex County and September 11-12, 2012 in Kent County.

Ms. Melvin suggested that the board review the audit information for the upcoming renewal. Ms. Persans asked that this suggestion be put on the agenda for the next meeting.

### **PUBLIC COMMENT**

There was no public comment at this meeting.

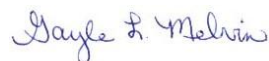
### **NEXT SCHEDULED MEETING**

The next meeting was scheduled for Monday, July 9, 2012, at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

### **ADJOURNMENT**

There being no further business, Mr. Rudy made a motion, seconded by Mr. Eggleston to adjourn the meeting. The motion was unanimously carried. The meeting adjourned at 9:38 a.m.

Respectfully submitted,



Gayle L. Melvin  
Administrative Specialist III